



# CEA



## CAREER EXECUTIVE ASSIGNMENT

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **EXAMINATION ANNOUNCEMENT** **SUBJECT TO HIRING FREEZE EXEMPTION APPROVAL**

**DEPARTMENT:** VETERANS AFFAIRS  
HEADQUARTERS, SACRAMENTO

**POSITION TITLE:** CHIEF, FARM AND HOME PURCHASES DIVISION (CEA LEVEL 2)

**FINAL FILING DATE:** AUGUST 14, 2003

**SALARY:** \$6,954-\$7,668

### **DUTIES AND RESPONSIBILITIES:**

Under administrative direction of the Deputy Secretary of Administration/Operations, the incumbent manages, plans, organizes and directs the administration of the Cal-Vet Loan Program through the Headquarters Office and District Offices located throughout the State of California.

### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must have permanent California State Civil Service status.

#### **Or II**

Must be a legislative employee who meets the requirements of Government Code Section 18990.

#### **Or III**

Must be a current non-elected exempt employee of the Executive Branch and have had two or more consecutive years of Executive Branch exempt employment as defined in Government Code Section 18992.

Also, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluations; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management practices and procedures; and, equal employment opportunity and anti-discrimination programs.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide-range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, effectively contribute to the Agency's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience: (Experience may have been paid or volunteer in State Service, other government setting, or in a private organization.)

**C.E.A. Level 2:** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

### **Desirable Qualifications**

1. **Ability to present information before legislative committees, Veterans Organizations and the California Veterans Board.**
2. **Ability to manage and administer a large mortgage loan program with multiple district offices.**
3. **Familiarity with real estate terminology, mortgage loan processing and insurance, such as disability, life, disaster, etc.**
4. **Familiarity with single family Tax-Exempt Bond funding, such as General Obligation Bonds and Revenue Bonds.**
5. **Knowledge of: budgeting, marketing techniques and principles, cash forecasting, cash flow projecting and investments, and State Personnel Board and Department of Personnel Administration laws and rules.**
6. **Proven interpersonal skills with all levels of an organization.**

### **Examination Information**

A preliminary review of all applications will occur immediately following the final filing date. Candidates with the most desirable qualifications and background will have their applications submitted to an Executive Screening Committee for further consideration and may or may not be scheduled for an interview. The Secretary or Undersecretary will make the final selection. The results of this examination will be used solely to fill the Chief, Farm and Home Purchases Division position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length.

**Please submit your application, resume and Statement of Qualifications to the California Department of Veterans Affairs, Human Resources Office, Attention: Margaret Williams 1227 O Street, Room 105, Sacramento, California 95814 by August 14, 2003.** Questions regarding the examination may be directed to Margaret Williams at **(916) 653-1932.**

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.